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| **RFA NUMBER AND TITLE:** | RFA #202507108 Women’s Health Coverage Outreach and Education Services |
| **RFA ISSUED BY:** | Department of Professional and Financial Regulation |
| **SUBMITTED QUESTIONS DUE DATE:** | September 15, 2025 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | September 17, 2025 |
| **PROPOSAL DUE DATE:** | September 24, 2025, no later than 11:59 p.m., local time (**as amended**) |
| **PROPOSALS DUE TO:** | Proposals@maine.gov |
| **Unless specifically addressed below, all other provisions and clauses of the RFA remain unchanged.** |
| **DESCRIPTION OF CHANGES IN RFA:**1. Proposal Due Date is amended.
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| **REVISED LANGUAGE IN RFA:**1. All references to the Proposals due date of September 23, 2025, no later than 11:59 p.m., local time is amended to **September 24, 2025, no later than 11:59 p.m., local time.**
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**Provided below are questions received and the responses provided at the Information Session and submitted written questions received and the Department’s answer.**

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| **1** | **RFA Section & Page Number** | **Question** |
| Part I- section C, page 5 | Who is eligible to apply and should an organization that only serves targeted populations apply for this RFA? |
| **Answer** |
| The RFA is open to all applicants that meet the following guidelines as outlined in the RFA: * Have an office location and dedicated staff in Maine to provide outreach and education services.
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| **2** | **RFA Section & Page Number** | **Question** |
| N/A: Part V- Application Form- Budget, page 6  | Budget: Should the explanation of expense include formulas of how one came to the cost? For example: role y cost=hours X rate X weeks? |
| **Answer** |
| The explanation should just be rate and estimated total hours. |

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| **3** | **RFA Section & Page Number** | **Question** |
| Required Activities 2d, pg. 6  | Will we need to budget for local media buys or will media purchases be the responsibility of the funder?  |
| **Answer** |
| There will be media buys as part of the larger media campaign that bidders will support, so individual organizations will not need to budget for local media buys unless desired. |

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| **4** | **RFA Section & Page Number** | **Question** |
| Required Activities 2c, pg. 6 | Will translation of materials and interpretation for education be provided to grantees or will we need to budget for those services? |
| **Answer** |
| Translation of materials will be provided to selected bidders; interpretation services will need to be budgeted for individually.  |

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| **5** | **RFA Section & Page Number** | **Question** |
| Application, pg. 3  | Our organization performs outreach and education for our target population, not for another organization. How would the project section work for this scenario? |
| **Answer** |
| Please fill out the client organization as the target population. |

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| **6** | **RFA Section & Page Number** | **Question** |
| Application, pg. 5  | Under Organizational Chart "Each position must be identified by position title and corresponding to the personnel job descriptions." Do we need to submit job descriptions with the organization chart?  |
| **Answer** |
| Just title, credentials if applicable, and rate by job title are needed. |

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| **7** | **RFA Section & Page Number** | **Question** |
| Part V Application Form - page 4 of application “Organization Qualifications and Experience”  | For each of the three examples of projects in this section, are we expected to address the “EAW Outreach and Education Grantee Requirements: a., b., c., d., e.,” for EACH project example provided? |
| **Answer** |
| No, all requirements need to be addressed, though they do not need to be addressed in each project example. |

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| **8** | **RFA Section & Page Number** | **Question** |
| Part V Application Form - page 7 of application “Proposed Project”  | A through F seems like a general workplan for this project. Are we expected in this section to describe how our organization will approach and implement each of the listed required activities in the state’s workplan (provide an explanation/description for the activities A through F)?  |
| **Answer** |
| Yes, please identify how each required activity would be completed by your organization. This plan should be a general idea of how each deliverable will be completed; feel free to use a bullet list format if desired. |

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| **9** | **RFA Section & Page Number** | **Question** |
| Part V Application Form - page 7 of application “Proposed Project”  | Will the state be providing outreach materials for the three grantee organizations to use, translate for their populations of focus, and disseminate (to ensure accurate and uniform information is being shared throughout the state with the target populations? |
| **Answer** |
| Yes, the state will provide some outreach and education materials that are translated. Awarded organizations can create materials as well. They will need to be approved by the state before they can be disseminated and will need to be made available to other awarded organizations and within the larger grant’s “resource library” that will be available on CoverME.gov. |

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| **10** | **RFA Section & Page Number** | **Question** |
| Part V Application Form - page 7 of application “Budget”  | Is there a limit to indirect? |
| **Answer** |
| No, there is no limit to indirect expenses. |